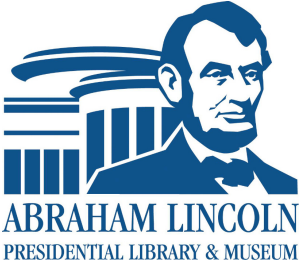


WINNICK FAMILY *Foundation*



Abraham Lincoln Presidential Library Foundation
and the
Winnick Family Foundation

FIELD TRIP GRANT PROGRAM

The Abraham Lincoln Presidential Library and Museum (ALPLM) provides a grant opportunity to teachers of **grades 4-12 in U.S. public and nonpublic schools** that have a low-income student enrollment greater than 30 percent. Low-income students are defined by the Illinois State Board of Education as students who: 1) come from families receiving public aid, 2) live in institutions that serve neglected or delinquent children, 3) are supported in foster homes with public funds, or 4) are eligible to receive free or reduced-price lunches. The purpose of the grant program is to offset the transportation cost of visiting the presidential museum. Total grant funding of \$20,500.00 is provided by the Winnick Family Foundation and administered through the Abraham Lincoln Presidential Library Foundation.

Grants provide funding for students in eligible schools to visit the ALPLM at no or greatly reduced cost to the school district by covering or supplementing transportation costs. **Although students touring the museum during the months of March, April, and May are charged a fee of \$4.00 per students, schools receiving a field trip grant will have this fee WAIVED.**

Funds will be awarded for transportation costs only. The goal of this grant is to bring as many students to the ALPLM as funds will allow; therefore, judges have the option of granting partial awards.

I. EDUCATION PRIORITIES

The ALPLM brings the story of Abraham Lincoln to life. As students experience the story of our 16th president through museum exhibits, they increase their learning in all subject areas.

II. CHAPERONE POLICY

The ALPLM requires a ratio of at least one teacher or chaperone for every **10** students. Teachers/chaperones assigned to a group of students will be admitted free. Aides accompanying special needs students will also be admitted free. Any additional teachers/chaperones over the 1 – 10 ratio will be charged the current adult admission fee at the door.

III. SCHEDULING A MUSEUM TOUR

Teachers or field trip coordinators applying for this grant must book their ALPLM tour through the Springfield Convention and Visitors Bureau (SCVB) before or at the time this application is submitted. The official SCVB Student Reservation Form can be downloaded at

<http://www.visit-springfieldillinois.com/Tours/Youth/>. Any school or group not awarded a grant can easily cancel this reservation, if necessary.

Grant applicants must include a copy of the enclosed two-page Grant Application Cover Sheet when mailing the reservation form to SCVB. *Also*, each photocopy of the application sent to the ALPLM must contain a copy of the SCVB reservation form. NOTE: the SCVB tour date confirmation does not imply a grant award. Please do not contact SCVB regarding the status of your grant application. Recipients of a field trip grant will be notified by ALPLM education staff.

Tour dates associated with a grant award may be requested from November 1 through August 31, keeping in mind the very high volume of students visiting the Museum in April and May. Although the SCVB reservation form asks for four possible tour dates, flexibility by adding additional dates (up to eight) may result in quicker acceptance. You may write the additional four dates in the margin or on a separate sheet of paper. **IMPORTANT NOTE:** Although students touring the museum during the months of March, April, and May are charged a fee of \$4.00 per students, schools receiving a field trip grant will have this fee **WAIVED**. The ALPLM requires a ratio of at least one teacher or chaperone for every **10** students. Teachers/chaperones assigned to a group of students will be admitted free. Aides accompanying special needs students will also be admitted free. Any additional teachers/chaperones over the 1 – 10 ratio will be charged the current adult admission fee at the door. **All other accompanying adults will be required to purchase a regular admission ticket.** Also, if you plan to visit other historic sites on the day(s) of your museum tour, please remember to check each site's dates of operation to confirm they will be open on the day of your visit.

IV. GRANT DISTRIBUTION

All applications must be **postmarked by September 1**. Grant award notification will be given by October 1 and payment mailed by October 30. Grant awards will be mailed directly to grant recipients; it is the responsibility of the grant recipients to pay all invoices associated with their ALPLM tour. NO invoices will be paid by ALPLM staff. A final report outlining how the grant/ALPLM tour was of educational benefit to students will be due no later than two weeks following the field trip, along with the Field Trip Grant Program Evaluation.

V. SCHOOL GRANT ELIGIBILITY and REQUIREMENTS

- This grant is being made available to teachers of grades 4-12 in U.S. public and nonpublic schools that have a low-income student enrollment greater than 30 percent (30%). Low-income students are defined as students who: 1) come from families receiving public aid, 2) live in institutions that serve neglected or delinquent children, 3) are supported in foster homes with public funds, or 4) are eligible to receive free or reduced-price lunches.
- Teachers from eligible schools may apply individually or collaboratively by submitting a joint application. Collaborating groups should be included on one application form.
- Grant applications must show that the visit to the ALPLM is aligned with the applicant's State Learning Standards and includes all students in the class.
- The school principal and school district superintendent must provide evidence of their support of the field trip by signing the statement of support on the application cover sheet.
- The application must include a budget showing transportation costs.
- **The original plus FOUR copies of the completed and signed application are required.**
- All photocopied application packets must contain a copy of the **SCVB** Student Reservation Form.
- Applications postmarked after **September 1** or those deemed by the judges to be incomplete will not be considered for a grant award.
- The Final Report and Field Trip Evaluation are due no later than two weeks following the date of the field trip to the ALPLM.

VI. APPLICATION NARRATIVE

Application Preparation

Please make your TYPED narrative responses concise and on a separate sheet(s). Narratives should be no more than **three single-spaced pages**, excluding the budget page and Application Cover Sheet. The font size should be no smaller than 12-point type. All margins should be one-inch from the edge of the page on all sides. All narrative pages should be numbered consecutively.

If collaborating with other teachers or organization coordinators, include the entire group on one application form.

General Project Description

- A.** State why you wish to visit the ALPLM and specific student educational needs that this field trip will address.
- B.** State how many students will be included in the field trip. Please include grade level and other demographic information.
- C.** Please share other relevant information about this field trip. Are you collaborating with other teachers? If so, give details. How will you share this experience with other teachers/students?
- D.** Provide your potential tour dates between November 1 and August 31. Although the SCVB reservation form asks for four possible tour dates, adding additional dates (up to eight) may result in a quicker acceptance. Keep in mind the very high volume of students visiting the Museum in April and May and that competition for time slots during these months is heavy.

Selection Criteria

The following selection criteria will be used to evaluate applications and make monetary awards. The maximum number of possible points for all selection criteria is 50 points. The maximum score for each criterion is indicated in parentheses.

1. Goals and Objectives (10 points)

Identify at least two clearly defined goals with measurable objectives and show how they are tied to students' academic or social needs. (Connect to needs identified under A in the General Project Description.)

2. Applicant/School's State Learning Standards (10 points)

Identify the learning objectives and the school's specific State Learning Standards that the ALPLM visit will address. Describe how the visit will address these learning objectives and learning standards, how it will increase student knowledge, and how it will assist in meeting the school's State Learning Standards in Social Studies and English Language Arts.

3. Student Assessment/Evaluation (10 points)

State how you will assess the impact of the visit on the students in regard to your teaching and learning activities. Include an evaluation tool to assess student impact in regard to proposed goals and objectives.

4. Associated Activities (10 points)

Explain how students will be prepared for this visit to the ALPLM. Detail all pre-visit activities/lessons. Also include a detailed list of planned onsite and/or post-trip activities connected to the learning objectives. Note: the ALPLM's Education webpage contains pre/post activities that can be used for this purpose; however, schools who list their own creative activities may receive a higher score from the grant reviewers.

5. Budget (10 points)

Include total amount requested for transportation cost to and from the ALPLM (**up to \$1500.00**). If the requested amount will not cover the entire transportation cost, please indicate how you will fund the remaining costs. Identify all other funding sources for this field trip. (**Use whole numbers only.**)

<i>Sample Budget</i>		
XYZ Bus Company	\$250.00	Transportation to ALPLM
Additional funding sources	\$00.00	
Total Grant Request	\$250.00	

IMPORTANT BUDGET NOTE: to receive consideration for a grant award, those groups traveling by bus must use local school buses or a private bus company for transportation. Tours must not be booked through a third-party agent or tour company.

Administrator Support: All school applications **MUST** be signed by the school principal and the district superintendent to show he/she has read, understands, and fully supports the grant application should it receive funding.

VII. HOW TO APPLY

Type or print the application cover sheet and complete responses to the narrative criteria.

Please include the **original plus FOUR copies** of your application, including attachments and **four** copies of the completed SCVB Student Reservation Form.

Applications must be postmarked by **September 1. REVIEW YOUR APPLICATION BEFORE MAILING. Incomplete applications will not be considered.**

Please Note: The contact name on the SCVB form should be the same as the Primary Teacher Applicant Name on the Grant Application Cover Sheet.

Mail the original application and FOUR copies, plus four copies of the SCVB reservation form to:

Randy Wiseman
Division of Education
Abraham Lincoln Presidential Library and Museum
212 N. Sixth St.
Springfield, IL 62701

VIII. NOTE TO TEACHERS!

REMEMBER: To book your tour, you are required to mail the completed SCVB Student Reservation Form to:

SCVB-School Tours
109 North Seventh Street
Springfield, IL 62701

**ABRAHAM LINCOLN PRESIDENTIAL LIBRARY FOUNDATION and
Winnick Family Foundation**

Field Trip Grant Application Cover Sheet

(Please attach this page as the cover to your Narrative Criteria responses)

PLEASE TYPE OR PRINT and read all grant instructions carefully. Questions? 217/558-9016.

Complete Name of School OR Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

School Phone#: (____) _____

School District Name and #: (if applicable) _____

School Fax #: (____) _____

School **F**ederal **E**mployer **I**dentification **N**umber (FEIN #) **REQUIRED** _____

(Note: This number is NOT the same as the Tax I.D. #. Please consult your Business Office)

Primary Teacher Applicant Name: _____

Primary Applicant's E-Mail Address: (If school e-mail is blocked, please list alternate address.) _____

Additional Teacher Applicants (list all): _____

Number of Students Participating in Field Trip: _____ Grade Level(s) _____

Total Number Attending Teachers and Chaperones _____ (must correspond to 1 chaperone -10 students ratio).
Additional adults will be charged \$10.00 upon arrival. Aides accompanying special needs students will be admitted free.

Total Amount of Transportation Funding Requested: \$_____

List all additional funding source(s): _____

Total amount donated by additional funding source(s): \$_____

List any particular restrictions or parameters placed on the additional money: _____

Original application plus FOUR copies should be mailed by **September 1** to the ALPLM. Include **four** copies of the completed Springfield Convention and Visitors Bureau (SCVB) Student Reservation Form. The contact name on the SCVB form must be the same as the Primary Applicant Name on the Grant Application Cover Sheet.

AGREEMENT

Execution of this application by the Abraham Lincoln Presidential Library and Museum (ALPLM) constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the ALPLM Field Trip Grant Review Committee (Committee); that field trip applications become the property of the Committee and if I am awarded a grant the Committee shall have the right to supply others with a description of the “field trip” and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit an expense accounting, including copies of receipts for expenses when the field trip is completed. Any funds not expended for this field trip will be returned. The Committee and sponsors and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the ALPLM which are incorporated as part of this agreement.

Printed/Typed Name of Primary Applicant: _____

Primary Applicant Signature: _____

Date: _____

SCHOOLS: REQUIRED OFFICIAL SCHOOL APPROVAL

I have reviewed the completed application and support this field trip project.

Signature of **Principal**

Name of Principal (please print)

Title: _____

Date: _____

I have reviewed the completed application and support this field trip project.

Signature of **Superintendent**

Name of Superintendent (please print)

Title: _____

Date: _____

Abraham Lincoln Presidential Library Foundation and the
Winnick Family Foundation
Field Trip Grant Program

FINAL REPORT

This report is due no later than 2 weeks following the field trip tour date.
(Questions? 217/558-9016)

*****NOTE: Failure to submit the Final Report may result in your school not receiving future grants.*****

Complete School Name: _____

School Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone # of School: (_____) _____

School District Name and No. (if applicable)

Primary Applicant Name: _____

Primary Applicant's E-mail address: _____

Total # of Students Who Visited Museum: _____ Grade(s) of Students _____

Amount of Funding Received: \$ _____

Date of Field Trip: _____ Year _____

ASSESSMENT: Submit up to two typed pages describing the student activities undertaken as part of the field trip.
Include:

- ❖ description of field trip goals and measurable objectives
- ❖ concepts learned, how they were incorporated into existing school curriculum or youth program and how student knowledge was assessed
- ❖ pre-visit, onsite, and/or post-visit activities
- ❖ School's *State Learning Standards* met or supported
- ❖ list of partners and/or community resources used
- ❖ how funds were expended

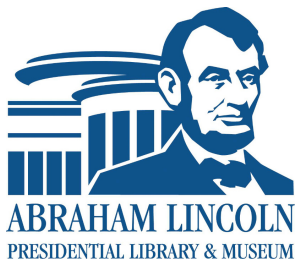
INCLUDE AS ATTACHMENTS:

- ❖ all receipts documenting expenditures
- ❖ photographs (with releases) of students at ALPLM
- ❖ student reports and/or artwork reflecting ALPLM field trip
- ❖ completed Museum Field Trip Grant Program Evaluation Form

The **Final Report** is due no later than two weeks following your field trip date along with the enclosed Field Trip Grant Program **Evaluation**. Please mark your package FIELD TRIP FINAL REPORT and mail to:

**Randy Wiseman, Division of Education
Abraham Lincoln Presidential Museum
212 N. Sixth St. Springfield, IL 62701**

WINNICK FAMILY *Foundation*



ABRAHAM LINCOLN PRESIDENTIAL LIBRARY FOUNDATION and the WINNICK FAMILY FOUNDATION FIELD TRIP GRANT PROGRAM

EVALUATION

Please submit this Evaluation with your FINAL REPORT due two weeks following your field trip.

1. What is your grade level? _____ What impressed you most about your Museum tour?

2. How did this tour help you meet your field trip Goals & Objectives? _____

3. Did you utilize ALPLM on-line classroom materials as pre- or post-activities associated with this tour? _____
If so, which ones? _____

4. When you booked your tour through the Springfield Convention and Visitors Bureau, did you find that the reservation was handled in a timely and professional manner?

____ Yes ____ No Please explain.

5. Please rate the ALPLM grant program application for “user friendliness” with 5 being the best.

1 2 3 4 5

6. Suggestion(s) for making the grant application process easier/simpler?

Thank you for participating in our grant program. Please visit our website at www.presidentlincoln.org for lesson plans and information about upcoming educator events and library/museum programming.

Want to join our electronic newsletter? Your e-mail address: _____